

OSA 0841-64

MEMORANDUM FOR: Executive Officer, DD/S&T

SUBJECT : Control of Overtime

REFERENCE : Executive Officer, DD/S&T Memorandum,  
6 February 1964, Same Subject  
(DD/S&T 0452-64)

1. Upon receipt of the referenced memorandum, the Office of Special Activities published the attached Headquarters Order directing that immediate steps be taken to reduce overtime by at least 25 percent consistent with work requirements. Also, all OSA field units, both domestic and overseas, have been advised of this requirement.

2. We have tabulated all overtime claimed by OSA personnel beginning with 1 July 1963. Appropriate Headquarters supervisors and field units have been advised that these figures are to be used as guidelines to ensure that overtime payments for the balance of the fiscal year are reduced by at least 25 percent below these figures.

3. Total overtime paid OSA personnel during the first half of FY 64 is within the [ ] allotted to this Office. It appears that at our present rate of expenditure, we will remain well within that authorized amount.

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DATE **30/11/64** REVIEWER: **064540**

JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

ATTACHMENT:

2/s

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